

## **Administrative Board Rule #49<sup>1</sup>**

### **Extraordinary DROP Extensions**

The Mayor is authorized by Phila. Code § 22-310(2)(a) to extend participation in the DROP by one additional year upon a determination by the Mayor that (1) an extraordinary circumstance exists which threatens public health, safety and welfare; and that (2) it would be in the City's best overall interests to retain for up to one additional year the services of an employee or class of employees who otherwise is or are scheduled to terminate City employment pursuant to the terms of the DROP. The Mayor has asked the Administrative Board to make recommendations to the Mayor regarding such proposed extensions.

Requests to the Administrative Board for a recommendation of extension shall be submitted as follows:

1. The request shall set forth, in writing, the name of the person or persons whose retirement date is proposed to be extended. For each such person, the request shall list the person's name, employee identification number, job title, scheduled retirement date under the DROP, proposed extended retirement date (not to be more than one year after the scheduled retirement date), whether the person is in the civil service, and what bargaining unit, if any, the person is a member of.

2. For each such person, the request shall explain (a) the nature of the extraordinary circumstance; (b) how that circumstance threatens the public health, safety and welfare; and (c) why it would be in the City's best overall interests to retain the person for the requested period of time.

3. Every request shall be signed by the person's or persons' appointing authority, signifying approval of the request.

The Administrative Board may, at its discretion, invite the affected person, the person's supervisor, or the appointing authority to support the requested extension orally at a meeting of the Board. The Board may, at its discretion, consider the request in executive session.

The Administrative Board shall forward its recommendation to the Mayor. The Mayor shall not be bound by the Board's recommendation, and no DROP extension shall be effective or valid unless and until the Mayor issues the necessary declaration and determination.

This Rule and the process established herein applies to all City employees, including persons appointed by an independently elected official.

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<sup>1</sup>Established November 21, 2008. Rescinded October 7, 2016. New Rule 49 established June 14, 2019.